



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: November 7, 2014

HSS -14-050

EMERGENCY/TRANSITIONAL HOUSING SHELTER OPERATIONS GRANT

FOR

DIVISION OF STATE SERVICE CENTERS

Date Due: December 4, 2014
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEET HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID.

Pre-bid Meeting Q&A

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RFP HSS-14-050 QUESTIONS-Submitted prior to October 23, 2014

1. What is the amount of funding available and is this an increase or decrease from the current year?

Answer: The amount of funding is communicated to our office after the general Assembly votes on the FY16 budget.

2. How do we address the issue of a 30 day limit on stays when we are being encouraged to extend stays so as to not discharge clients to homelessness?

Answer: The 30 day limit refers to the definition of Emergency Shelter Program referenced in Title 29, Chapter, 79, subchapter IV. Emergency Housing Fund. This is the definition applied to the funds for which this proposal references.

As a reminder this proposal's scope of services covers Emergency Shelter Programs as well as transitional housing. Applicants can describe their project as they see fit within the confines of definitions and requirements provided within the RFP.

Applicants may address the length of stay as well as not discharging clients into homelessness in Part II Scope of Services. Section G. Proposed Methodology and Work Plan. Subsection Program Plan #2 Program Implementation. This section asks for applicants to provide information including but not limited to: procedures for handling program termination and other participant issues that may arise; plan for emergency procedures, including special considerations based on the needs of target population; and the average length of stay. Program Outcomes is another opportunity to identify the applicant's project goals of not discharging clients back into homelessness.

3. Section G references several documents in Section D. Do you want the documents in Section D or Section G or both?

Answer: Both, Make sure they are in a separate section of your proposal and marked confidential.

4. Is the RFP available in Word format rather than PDF?

Answer: No, The RFP is available in PDF to ensure document integrity.

5. I cannot find where fringes are added to the budget.

Answer: The Budget workbook contains multiple worksheets. Fringes are referenced in the tabs named Budget Worksheet and Budget Worksheet Supplement

6. Are indirect costs limited to salaries only?

Answer: No, the budget workbook will be amended to remove any formula related to only applying indirect costs to salaries. Instructions as it applies to Indirect costs will also be attached.

RFP Questions during Pre-bid Meeting held on October 29, 2014. (Not in sequential order)

7. Where would the referrals come from, the referral sources?

Answer: As part of the mandatory requirements mentioned in the RFP, all selected vendors are required to participate in the statewide centralized intake program and comply with its policies and procedures, as created by Delaware's Continuum of Care, with exception to agency's designated as Domestic Violence Shelters.

8. Is this RFP different from the one in last year?

Answer: Yes. This RFP does not include in its Scope of Services Rapid Re-Housing (Housing Relocation and Stabilization Services). Other changes include but are not limited to: RFP boilerplate was updated this calendar year; additional requirements were added to the Mandatory Requirements section; and a new budget workbook format was created.

9. Would you re-explain (re-read), Question #2-the 30 day limit addressed in Q & A?

Answer: Answer from question # 2 was reread in its entirety. No follow-up questions were asked.

10. Are there any specific geographic area preferred?

Answer: There are no geographical specifications.

11. There is a point mentioned about linking with rapid rehousing?

Answer: There is also a little caveat out that says that if it is available (feasible).

12. If you are rapid rehousing housing provider on one section for your organization, but you also operate emergency shelter, are residents permitted to participate in your rapid-rehousing program or are they required to go somewhere else?

Answer: Yes, residents of an agency's emergency shelter are permitted to participate in the same agency's rapid rehousing program.

13. In the RFP, the statement “no agency that is awarded funding will have a policy that restricts individuals or families from receiving services only once per 12 month” time period. Does that mean that those who have been housed for 30 days in an emergency shelter then exit either to another program or different situation, the program can no longer say they cannot enter again for the next 12 months?

Answer: Correct. In addition we checked with multiple funding sources and none of them have that specific restriction.

14. There is a statement that says if there are any procedural questions you can contact Kieran Mohammad?

Answer: Only procedural questions as far as submitting the proposals can be answered. If you contact procurement after today, we are not going to give you any service or program related answers.

Questions 15-17 will be answered collectively:

15. Is there any idea how much money the State will have to do this project? How can I come up with staffing and budget plan, and to submit viable proposal, with no idea on how many beds or if we put up money on the front end, procure a spot to do this and know it has to be staffed 24/7..if in the end the dollar amount to do this is nowhere near...it's just difficult to come up with a dollar amount when it's unknown how much funding is available.

16. How many clients were served in last fiscal year?

17. What was the number of beds?

Answer: All amounts are negotiable.

For State Fiscal Year 2015, 14 service providers located across the state were contracted with amounts ranging from \$49,944.50 to \$370,863.92. Additionally, in this current State Fiscal Year (2015), the Department was allocated state general funds in the total of \$1,658,622 for the Emergency Transitional Housing Shelter Operations.

For Fiscal Year 2014, 14 service providers (613 beds) located across the state were contracted. For State Fiscal Year 2014, 4265 individuals were housed.

18. Do you have a finite number of organizations that you expect to contact with?

Answer: The evaluation committee makes that determination. No, there is no predetermined number of contracted organizations.

Questions 19-20 will be answered collectively:

19. Could you tell us the members of the evaluation committee, who they are?

Answers: it is not final yet.

20. In the past, who have you been?

Answer: For the RFP in 2011, the committee consisted of various State Service Center representatives.

This RFP will have Department (DHSS) representation from other Divisions, as well as representatives from other funding sources. The idea is to have a diverse committee based on the entire state geographic and representatives of those that understand what the needs are within RFP. The focus is to make this a highly knowledgeable but effective group.

The scoring procedures were split so the evaluation committee (i.e. user group) that is mentioned above will score on the Scope of Services (More specifically as noted in the Proposal Evaluation Criteria-they will score on Qualifications of Vendor and Methodology Proposed). There is a separate scoring component for the Agency Need for Funding (including Budget Workbook information) that will be scored by a Division of State Service Center Representative solely. This is to ensure scoring integrity. The evaluation committee will not see the scores of the Division of State Service Center Representative until there is a debriefing.

21. Do you have representatives from academic institutions in the Evaluation Committee?

Answer: No.

22. Service providers (Are service providers on the Evaluation Committee)?

Answer: No, there are no service providers that have received funds from the Emergency Transitional Housing Shelter Operations Grant on the committee.

23. Of the contracts awarded for last year, could you tell us how much was awarded in start-up funding?

Answer: No start-up funds are provided for this RFP.

24. It has to be an existing program?

Answer: No start-up funds are provided for this RFP.

25. Can you explain executive order # 44? (Clarifying specific question requested) Has this always been a part of this process?

Answer: Not Executive Order 44 per se because it is relatively new, but there were previous Executive Orders. It is always been part of the process, just may be in a different way.